

ASSISTANT DIRECTOR OF SAFETY AND SECURITY

Primary Purpose:

Assist with management of the district police department. Responsible for supervision of personnel and administrative duties in the department, in addition to performing the full range of duties of a police officer. Maintain and enforce municipal, county, and state laws and ordinances as well as district policies, directives, and standards.

Qualifications:

Education/Certification:

High school diploma or GED
Texas Peace Officer License issued by Texas Commission on Law Enforcement (TCOLE)
Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of overall operations of a police department
Knowledge of criminal investigations, police report writing, and criminal law
Ability to manage personnel
Training and ability to subdue offenders, including use of firearms and handcuffs
Bondable as required by Texas Education Code §37.081(h)
Ability to pass required physical, psychiatric, and drug tests
Ability to work well with youth and adults

Experience:

5 years experience as a fully commissioned police officer
1 year law enforcement experience in supervisory or command capacity

Major Responsibilities and Duties:

Personnel Management

1. Assign duties to officers and staff based upon priority and scheduling of district-wide activities.
2. Select, train, supervise, and evaluate staff and make sound recommendations relative to assignment, retention, discipline, and dismissal.
3. Prepare, review, and revise police department job descriptions.

Law Enforcement

4. Review police reports, logs, and investigative case reports.



HR Services

Established 1884
1926 CLARKSVILLE STREET • PARIS, TEXAS 75460 • www.parisisd.net
903-737-7473 • Fax 903-737-7484

© 2019 Texas Association of School Boards, Inc. All rights reserved.
An Equal Opportunity Employer

5. Evaluate arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
6. Participate in investigating law violations, obtaining evidence, compiling information regarding crimes, preparing cases for filing of charges, testifying in court, and related activities.
7. Assist with investigating and making recommendations on all complaints and accusations made against district police officers or staff.
8. Work cooperatively with other staff to develop and implement proactive security programs and other safety programs.
9. Stay abreast of recent court rulings pertaining to police activity and ensure proper administration of the law to minimize liability.
10. Work cooperatively with other police agencies to share information and provide other assistance.

Safety

11. Provide entry for contractors and be present as necessary for administrative activities requiring official police oversight.
12. Provide for security and traffic control at athletic events, school closings or openings, or at any other time.
13. Provide protection to or escort district personnel as needed.
14. Operate all equipment including firearms according to established safety procedures.
15. Use sound judgment and effectively communicate with and elicit information from emotionally distraught citizens.
16. Follow district safety protocols and emergency procedures.

Administration

17. Compile, maintain, and file all physical and computerized reports, records, and documents required, including affidavits for arrest, incident reports, and activity reports.
18. Oversee management of the property room for storage of weapons, contraband, and other items confiscated on district property.
19. Coordinate vehicles and equipment maintenance and repair.

Supervisory Responsibilities:

Supervise and evaluate assigned police officers



HR Services

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: District vehicle, firearms, handcuffs, security equipment, two-way radio, alarm system and other security equipment, fire extinguisher, and standard office equipment including computer and peripherals

Posture: Prolonged sitting and standing

Motion: Strenuous walking and climbing; frequent keyboarding/mouse, prolonged driving

Lifting: Moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside (moderate exposure to sun, heat, cold, and inclement weather), moderate exposure to noise, frequent districtwide travel

Other: Specific hearing and visual requirements; may be subject to adverse and hazardous working conditions including violent and armed confrontations; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously

Mental Demands: Maintain emotional control under stress; prolonged hours; on call 24 hours a day.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Online Application:

<https://www.applitrack.com/parisisd/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Security>